



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HVAC INSPECTOR I

Job Number: 20000817

Job Code: 32620V161016

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 09/01/1995

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts inspections of heating, ventilation and air conditioning (HVAC) systems in an assigned area to ensure compliance with state law, regulations and codes, verifies HVAC licenses; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate

#### **EXPERIENCE:**

See Special Requirements

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid Journeyman HVAC Mechanic or Master HVAC Contractor license for at least six (6) years as required by KRS 198B.6678. Must possess a valid driver's license prior to appointment in this classification. <http://162.114.4.13/KRS/198B00/658.PDF> and <http://www.dhbc.ky.gov/hvac/>. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Verifies that HVAC contractors, mechanics and apprentices are in compliance with license requirements. Investigates alleged violations and interviews home owners, contractors, etc. Conducts visual inspections of HVAC equipment such as component parts, complete new HVAC systems, ducts, vent pipes, gas lines and electrical outlets during investigations. Communicates with contractors about violations of the code. Advises contractors on code requirements and related pertinent information. Frequently refers to construction plans and specifications. Notifies utility companies when services should be discontinued because of violations. Assists in conducting HVAC training. Prepares, keeps and renders reports as required.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this classification may be required to travel and verify licenses within a designated inspection area and may be required to safely enter and work in areas with limited or difficult access to conduct inspections.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*